

# City Management Internship

## (SPRING 2014)

PLEASE NOTE: ORIGINAL DEADLINE WAS EXTENDED TO JANUARY 6, 2013

**Rate of Pay:** Unpaid.  
**Hours:** 15 hours a week for 16 weeks; flexible schedule, within the Monday-Friday, 8:00 am – 6:00 pm timeframe. Potential start date: **January 6, 2014**.  
**Apply:** Submit resume, cover letter, and unofficial transcripts to the City Manager's Office - Attn: Stewart Meek, Assistant to the City Manager. Application materials may be submitted via email to [stewartm@romi.gov](mailto:stewartm@romi.gov). Please submit all application materials by Monday, January 6, 2014 at 4pm.

A **CITY MANAGEMENT INTERN**, upon application, shall have the following education and/or experience:

**Requirements:** Junior, senior or recent graduate from an undergraduate program, with a concentration in public administration, management, political science, urban planning, economics, or closely related field. Graduate students are encouraged to apply.

**Interns should be interested in a career in public service.**

**General Statement of Duties:** The **CITY MANAGEMENT INTERN** will learn valuable work skills under the direction of the Assistant to the City Manager and City Manager. The Intern will play a leading role in coordinating and facilitating impactful city projects that require the involvement of multiple city departments. Projects often include City Commission Goals and Objectives. They will be given the opportunity to interact with department heads and attend high level meetings, exposing them to the responsibilities of each department, and current local government issues. The intern will also perform tasks and daily activities in support of the City Manager's Office. The intern's interests and goals will be taken into account for projects.

**Typical Learning Experiences:** The **CITY MANAGEMENT INTERN** may be called upon to do any or all of the following: (These examples do not include all of the tasks that the intern may be expected to perform. All tasks performed are under the direct supervision of the Assistant to the City Manager, and are intended to provide the intern with new skills and a valuable learning experience.)

Manage projects - Research issues facing the City - Draft reports detailing research - Draft memos - Compose City Commission cover letters - Present before City Commission - Attend meetings - Strategic planning exercises - Draft newsletters and press releases - Communicate with community organizations and the public - Make recommendations to the Assistant to the City Manager and City Manager - Support City Manager's Office with daily activities - Update social media - Update website

**Students may earn academic credit for the internship.**